Foreign Affairs Manual

14 FAH-4 — Diplomatic Pouch and Mail Handbook

Change Transmittal: DPM-13
Date: July 31, 2014

14 FAH-4 H-240
PREPARING CLASSIFIED POUCHES FOR DISPATCH

Summary of Changes

1. The revisions to this subchapter reflect current operational procedures and provide clarification on the requirement for courier handling and when Locally Employed Staff (LE Staff) can handle sealed classified pouches.

2. Change transmittal has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.

3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.

4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAH-4 H-240 (CT:DPM-2, 05-06-2009) and insert revised subchapter 14 FAH-4 H-240 (CT:DPM-13; 07-31-2014).

2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:DPM-13, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(A/LM)